



JOINT FORCE HEADQUARTERS – COLORADO
COLORADO NATIONAL GUARD
6848 SOUTH REVERE PARKWAY
CENTENNIAL, COLORADO 80112-6709

NGCO-TAG

21 June 2021

MEMORANDUM FOR All Colorado National Guard (CONG) Full time Employees and Permanent State Employees

SUBJECT: CONG Fulltime Work Force 2022 Holiday Schedule

1. Purpose of this memorandum is to provide the dates that will be observed as paid time-off for the upcoming holidays for calendar year 2021

| <u>Date of Holiday</u> | <u>Federal Holiday</u> | <u>Date Observed for Majority of workforc: 4/10 Tu-Fr Schedule</u> |
|--|------------------------|--|
| Friday, December 31, 2021 (see Note 1) | New Year's Day | Friday, December 31, 2021 |
| Monday, January 17, 2022 | Martin Luther King Day | Friday, January 14, 2022 |
| Monday, February 21, 2022 | Washington's Birthday | Friday, February 18, 2022 |
| Monday, May 30, 2022 | Memorial Day | Friday, May 27, 2022 |
| Monday, June 20, 2022 (see Note 2) | Juneteenth | Friday, June 17, 2022 |
| Monday, July 04, 2022 | Independence Day | Friday, July 01, 2022 |
| Monday, September 05, 2022 | Labor Day | Friday, September 02, 2022 |
| Monday, October 10, 2022 | Columbus Day | Friday, October 07, 2022 |
| Friday, November 11, 2022 | Veteran's Day | Friday, November 11, 2022 |
| Thursday, November 24, 2022 (see Note 3) | Thanksgiving Day | Thursday, November 25, 2022 |
| Monday, December 26, 2022 (see Note 4) | Christmas Day | Friday, December 23, 2022 |
| Monday, January 02, 2023 (see Note 5) | New Year's Day | Friday, December 30, 2022 |

Note 1: January 1, 2022 falls on a Saturday. The legal public holiday for New Year's Day.

Note 2: January 19, 2022 falls on a Sunday. The legal public holiday for Juneteenth.

Note 3: Workweek change Monday-Wednesday (Thursday - LH / Friday - Day off)

Note 4: December 25, 2022 falls on a Sunday. The legal public holiday for Christmas Day.

Note 5: January 1, 2023 falls on a Sunday. The legal public holiday for New Year's Day.

2. Employees, who do not work the 4/10 Tuesday-Friday will take holiday leave on the actual holiday when it is on a scheduled work day or immediately on the day preceding the non-workday, i.e., employee has Fridays off and Veteran's Day falls on Friday 11 November 2022, employee will take the holiday on Thursdays 10 November 2022.

3. Supervisors of T32 Dual Status Technicians and Title 5 Federal employees will code timecards using code "LH" for holiday leave. State employees will code timesheets as "8" in the Holiday column.

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4. For questions please contact Col Crissie Fitzgerald at Crissie.d.fitzgerald.mil@mail.mil or at (720) 250-1160 for Colorado National Guard full time employees. Permanent State employee questions may be addressed to Tamy Calahan at tamy.calahan@dmva.state.co.us or at (720) 250-1520.

A handwritten signature in black ink, appearing to read 'L. Clellan', with a long horizontal flourish extending to the right.

LAURA L. CLELLAN
Brigadier General, COARNG
The Adjutant General